

Spec. Code: 0801
Occ. Area: 04
Work Area: 075
Prom. Line: None
Prob. Period: 6 mo.
Effective Date: 04/24/96

SHIPPING/RECEIVING CLERK

Function of Job

Under general supervision from a designated supervisor, to performs duties related to the receipt and distribution of incoming and outgoing university materials and equipment.

Characteristic Duties and Responsibilities

1. records receipts of university property, equipment, and materials
2. correlates receipts with university purchase order numbers, weigh bills, and shipping tickets
3. visually inspects material received for damage; prepares damage claims when required
4. is responsible for delivery of above materials to proper departments
5. maintains petty cash fund for payment of collect shipments
6. prepares vouchers charging proper department for reimbursement
7. prepares weigh bills for outgoing shipments and return of materials
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to make arithmetical computations
2. ability to follow simple written and/or oral instructions
3. ability to read, write, and comprehend basic communications

Shipping/Receiving Clerk..... Edited
